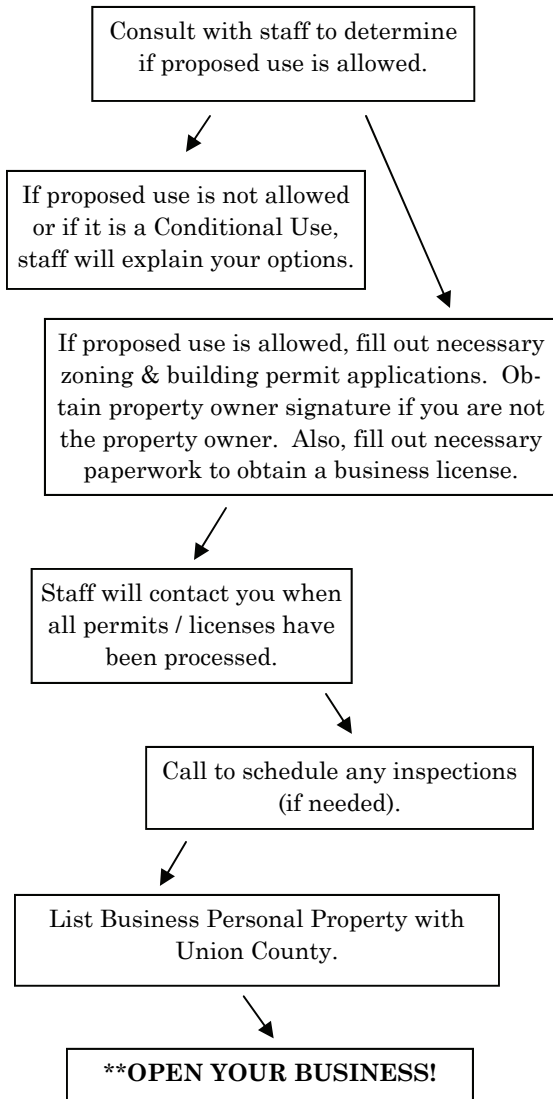


Process Overview



**If you are proposing a restaurant, you will need to contact: the Union County Fire Marshal Office, Union County Dept. of Environmental Health and the NC Alcohol Beverage Control Commission (if serving alcohol / beer) prior to opening your business.

Fees	
Zoning Use Permit:	\$30.00
Sign Permit:	\$40.00 (Permanent) \$11.00 (Temporary)
Business License:	\$30.00 (New Business) 0.15 per \$1,000.00 of gross receipts thereafter [minimum \$30.00]
Upfit (Building):	Depends on square footage
Technology Fee:	10% added to all permits

Based on the 2013-2014 Fee schedule—subject to change

Contact Information

- ◆ Director of Planning and Community Development
Greg Mahar (704) 843-2195 ext. 232
- ◆ Planning and Zoning Administrator
Lori Oakley (704) 843-2195 ext. 230
- ◆ Planner II
Lisa McCarter (704) 843-2195 ext. 238
Chris Rice (704) 843-2195 ext. 236
- ◆ GIS Planner
Maxx Oliver (704) 843-2195 ext. 239
- ◆ Chief Building Inspector
William Whaley (704) 843-2195 ext. 231
- ◆ Building Inspector / Code Enforcement Officer
Kari Lanning (704) 651-8589 (cell)
Dan Pruss (704) 641-0597 (cell)
- ◆ Permit Technician & Privilege License Administrator
Debra Leftwich (704) 843-2195 ext. 234
- ◆ Permit Technician
Amy Merrill (704) 843-2195 ext. 233



www.waxhaw.com

Town of Waxhaw
Planning & Community Development
P.O. Box 617
316 N. Church St.
Waxhaw, NC 28173
Phone: (704) 843-2195
Fax: (704) 243-3276

DOING BUSINESS IN HISTORIC DOWNTOWN



WAXHAW NORTH CAROLINA

Tel: (704) 843-2195

Proud of Our Past...Passionate About Our Future

This brochure is a product of the Small Town Main Street program — Economic Restructuring Committee

CODES, PERMITS & INSPECTIONS...WHAT YOU NEED TO KNOW

Before you contact staff about opening up a business in downtown Waxhaw, there are several things that you need to know:

- ◆ What kind of business do I wish to open?
- ◆ Will I have any signage?
- ◆ If I am not the property owner, do I have permission from the property owner?
- ◆ Do I plan on making any changes to the exterior of the building?
- ◆ Will I be doing any renovations (electrical, mechanical, plumbing, building) to the inside of the building?
- ◆ Where will my customers park?

The area within downtown Waxhaw is regulated through the Downtown Code found in Section 21 of the Unified Development Ordinance. For more information about the uses permitted in the downtown area, please contact the planning staff or view our webpage at:

www.waxhaw.com

Departments - Planning & Community Development

Unified Development Ordinance (UDO)

Section 21.3 - Table of Permitted Uses [list all permitted uses in the downtown]

Section 13 - Sign Regulations

"The price of success is hard work" - Vince Lombardi

RESOURCES FOR BUSINESSES

Waxhaw Business Association
www.waxhawbusinessassociation.com

Union County Chamber of Commerce
www.unioncountycoc.com

PREPARING FOR SUCCESS

Downtown Waxhaw is a great environment in which to do business. Prior to leasing or purchasing a building, be sure to check the following issues:

1. **Permits:** Obtain all necessary permits prior to opening your business. Typical permits include a zoning use permit, a sign permit, a business license and an upfit permit for any interior modifications. Other permits may be required.
2. **Signage:** A sign permit is required prior to installing an outdoor sign. Be sure to review the Town UDO prior to ordering or purchasing any signage. The Planning staff can also provide you with information relating to the number, location, size and type of signs allowed in downtown Waxhaw.
3. **Change of use:** If a building is changing use from one activity to another, such as going from a retail shop to a restaurant, the space might require major renovation to meet planning, building and fire codes, like adding additional restrooms, handicap access, sprinklers and other improvements. Proper permits need to be obtained.
4. **Parking:** Be sure to evaluate the parking needs for customers and employees.
5. **Trash Removal:** The Town of Waxhaw does not provide trash pick-up for commercial businesses. You will need to hire a private contractor to haul away your trash. If you would like to install a dumpster on-site, please discuss this option with staff. All dumpsters have to be screened in accordance with the UDO.

"Before everything else, getting ready is the secret to success" - Henry Ford

IMPORTANT CONTACT INFORMATION

Planning & Community Development
 Permits & Inspections
 (704) 843-2195 option 2 (Planning & Zoning)
 (704) 843-2195 option 3 (Inspections)
www.waxhaw.com

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Business License Information
 (704) 843-2195 ext. 234—Debra Leftwich

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Fire Inspections
 (704) 283-3524—Union Co. Fire Marshal
www.co.union.nc.us

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Union County
 Department of Environmental Health
 (704) 283-3553
www.co.union.nc.us

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Union County Public Works
 (704) 296-4210
www.co.union.nc.us

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NC Alcoholic Beverage Control Commission
 (919) 779-0700
www.ncabc.com

The information contained in this brochure is designed to assist entrepreneurs in opening a business in Waxhaw. Please contact the Town of Waxhaw or any agency listed in this brochure for more information.